



CITY CLERK

OFFICE: 606-528-0669 EMAIL: tori.brock@corbin-ky.gov

The principal office of the City of Corbin is located at the Corbin Government Center at 805 South Main Street, Corbin, KY, 40701. Regular office hours are 8am – 4pm, Monday through Friday.

The official custodian of the City of Corbin is the City Clerk located at Suite 217, 805 South Main Street, Corbin, KY 40701. You may reach the City Clerk at 606-528-0669.

Guidelines to submit an open records request:

- A request to inspect records must be made in writing/electronically and must include your first and last name, contact information, description of the records you wish to inspect, a statement that you are a resident of the Commonwealth of Kentucky as defined in KRS 61.870(10), and if the records will be for commercial or non-commercial use.
- Requests may utilize the standardized form created by the Office of the Attorney General:
<https://www.ag.ky.gov/Resources/orom/Pages/default.aspx>
 - A fillable version is also available on the city website at the following link:
<https://corbin-ky.gov/SmartForms/107/request-to-inspect-public-records>
 - The form is also included in this policy as “Exhibit A”
- Requests may be made to inspect public records during normal business hours for the City of Corbin City Clerk’s Office
- The Requester may be charged for the actual cost of the media in which copies of public records are provided. The costs associated with open records request are as follows:
 - Paper copies are \$.10 per page.
 - Media may also include flash drives, CDs, DVD’s and/or external hard drives. If copies of the records requested are provided on one of the medias, the Requestor is charged the actual cost of the media.
 - Fees may also be incurred for any mechanical processing (including but not limited to: postage fees, copying large documents, etc.) required to provide the Requestor with copies of public records.
- The Requestor will be notified of the cost in providing copies of the public records requested prior to receiving those records. These costs are prepaid prior to receipt of the records.
- If it appears that a request is for a commercial purpose as defined in KRS 61.870(4), the Requester will be asked to provide a certified statement identifying the commercial purpose for which the records will be used. If the request is for a commercial purpose, the Requestor is required to pay for the actual cost of compiling, reviewing, and redacting the public records before they are released to the requester. Those cost include staff time of the person(s) fulfilling the request.

Tori Brock, City Clerk
City of Corbin

Revised April 2025

CITY OF CORBIN • 805 South Main Street • Corbin, KY 40701

EXHIBIT A

Form OAG-01, June 2021

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requester's contact information.

Name:

Mailing Address:

E-mail Address (if applicable):

Records to be inspected:

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- ☐ NOT for a commercial purpose; or
☐ FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- ☐ An individual residing in the Commonwealth; or
☐ A domestic business entity with a location in the Commonwealth; or
☐ A foreign business entity registered with the Kentucky Secretary of State; or
☐ An individual that is employed and works at a location within the Commonwealth; or
☐ An individual or business entity that owns real property within the Commonwealth; or
☐ An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
☐ A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature:

Date:

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.